Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear employees,

It is to inform you that we are closing our business activities for the Christmas holidays, which will start on 23rd December 20XX. The business will resume on 29th December 20XX at the regular time of 8:00 a.m.

We are giving long holidays so that you can enjoy with your family and friends. We have also arranged a Christmas party on 22nd December 20XX, and you all are invited with your family to come and enjoy. Your Christmas bonus is lying with the HR department. You can collect it any time before the holidays.

Enjoy your holidays and come back fresh!

Regards,

ABC Limited.